



City of Columbus - Bartholomew County Planning Department  
Job Description

## “BUSINESS PLANNING & DEVELOPMENT COORDINATOR”

**Position:** Business Planning & Development Coordinator  
**Salary Title:** Enforcement Coordinator  
**Department:** Planning  
**Supervisor:** Director of Planning  
**Supervises:** None  
**FLSA Status:** Exempt  
**Salary:** \$31,524 - 45,035

### Summary:

The Business Planning & Development Coordinator is the primary liaison of Columbus City government to the local business community. This role includes all businesses types, from manufacturing to retail, and both existing business and those interested in coming to the community. This business coordinator has 2 primary responsibilities as follows: (1) creating a positive local business climate and (2) assisting businesses in navigating local government regulations and processes and accessing available incentives. Business climate tasks include developing strategic redevelopment and reinvestment plans for aging business areas, maintaining and marketing an inventory of available business sites, and facilitating partnerships between City departments and other local entities to support business growth. Business assistance tasks include serving as a resource on all available business incentives and an as a business advocate with the Planning, Engineering, Code Enforcement, and other business-impacting departments.

*This position is intended to fulfill and evolve the original intent of the “enforcement coordinator” position by focusing on the business education portion of that task and by working cooperatively with businesses to ensure that regulations are appropriate and applied and followed consistently.*

### Typical Duties:

1. Facilitate consistent compliance with local zoning regulations through proactive interactions with businesses, including involving businesses in the review and establishment of local regulations and assisting local businesses in identifying options with the regulations for meeting their business needs.
2. Convene the Small to Medium Size Business Advisory Council to review and make recommended changes to local regulations, permitting processes, incentive programs, and other factors necessary to support a positive business climate.
3. Support businesses as they navigate local and state regulatory and permitting process.
4. Provide assistance to business ventures and existing businesses who wish to invest in Columbus.

5. Research and/or enforcement of best practices for balancing effective community standards with a positive, proactive business climate.
6. Oversee the management of any business assistance grant (e.g. Lawrenceberg, OCRA) applications and compliance processes.
7. Maintain a list of available properties for commercial development and actively recruit new businesses (all sizes from SMB to enterprise and across industries from retail to services to manufacturing) to the community with the main objective to establish a diverse and sustainable commercial base.
8. Make recommendations for local incentive programs and understand all available incentives from local, state and federal governments for commercial development of all kinds and the necessary qualifications. This position provides businesses with an overview of available incentive programs, explains the qualification process and introduces businesses to the government agencies that determine eligibility.
9. Partner with the Economic Development Board and the Community Education Coalition to perform a target industry analysis, occupation and work force analysis and targeted account analysis.
10. Lead industrial park development evaluations, recommendations, and implementation. This task may include the facilitation of strategic annexations, site assembly, site selection, and other similar activities.
11. Lead business corridor and area revitalization evaluations, recommendations, and implementation. This task may include facilitating brownfield redevelopment programs, site assembly efforts, and other similar activities.
12. Without additional compensation, employee shall perform such additional acts or duties as the Director of Planning or the Mayor shall assign.

*This description is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this staff member. It is not intended to be an exhaustive list of duties, responsibilities or specific tasks and other duties are typically assigned dependent upon the needs of the City.*

### **Qualifications:**

The Business Planning & Development Coordinator shall possess a bachelor's degree in community planning, public policy, public administration, or a related field of study, or an equivalent combination of training, education and experience. Working knowledge of word-processing, database software, mapping, and publishing computer software is recommended. The Business Planning & Development Coordinator shall also demonstrate a working knowledge of business development issues and local government operations. Excellent verbal and written communications skills and record keeping abilities are also required.